**Preliminary Assignment**

**Section 1. Reaction to a Reading on Leadership**

The article, “You’re Still the Same” brought to my a­­­­ttention some problems which I had not thought of to look out for during internship. Firstly, I will try to imbibe the type of organizational structure of my company. It is very important for me to understand the way my company operates in order to maintain appropriate communication with the people I report to. The article mentioned some of the problems seen usually in the organizations having a hierarchical structure, such as employees holding lower positions within hierarchy being envious of the employees at the top who have power and status. I, being an intern, which is the lowest position within any company, am likely to be facing similar issues during my tenure and it is important that I deal with them appropriately. The complete knowledge of hierarchical structure in corporate firms is of utmost importance because this will help me understand how every person's role fits into the business needs of the firm. Secondly, I will be on the lookout for the way I am being perceived by my colleagues and bosses. In order to preserve a healthy work environment, it is important to maintain a good relationship with the employees within the company. This being my first-time experience as a Data Science intern, it will be challenging for me to complete my rigorous task as well as uphold good relationships with the employees not in my team. However, it is important because if I am selected as a full-time employee after the internship I will be communicating with other team members on a regular basis as well. My approach towards this problem would be to take iterative feedbacks from my boss of how I am performing on my tasks as well as how well I am communicating with them. Also, I will be taking inputs from my colleagues about how my behavior is being perceived by them. During my tenure, I will make sure that I avoid any arguments with my peers and higher officials. I will put my best of effort and skills into understand intricacies of many roles. This would surely help me in future in terms of maintaining professionalism and accepting roles to the best of my abilities. Lastly, I will be conscious about factors such as the influence of similarity. From the reading, I realized how employees tend to be biased towards others who have similarity in attitude, demographics or even speech and physical behavior. Similarly, how employees are unfavorable towards others who do not have anything in common. I will be alert and avoid any bias towards other employees originating from Syracuse or India, or employees having common first language. I strongly believe that bias in any professional environment can create unrest and negative vibes. If I consciously conduct myself in an appropriate way at the workplace without any kind of bias, I will indeed build some healthy professional connects that would strengthen my network.

**Section 2. Reaction to a Reading on Ethics**

The article, “Ethical Breakdowns” gave me insight into what kinds of moral issues I might come across on joining the organization for internship. The most important ethical issue which I will be mindful about is motivated blindness. The article mentions this unethical practice is a common issue in corporate world. During my internship, there is a possibility that I might overlook certain policies if it is in my best interest such as billing instructions, deadlines for completing work, etc. It is important for me to be alert during circumstances when I am prone to motivated blindness and overcome them. Clarifying with my boss in such scenarios is important and will help me maintain good rapport with the company. The next important ethical issue I will be on the lookout for is Slippery Slope. The article mentions that if we accept minor violations, we are likely to accept major violations provided each violation is only incrementally more serious than the preceding one. I, being an intern, am highly unlikely to report a small infraction if I encounter someone doing it as I will be a new employee with no credibility. However, it is important for me to understand that ignoring many of these might lead to a big ethical violation. Therefore, I will be vigilant for the smallest of the violations encountered near me and warn the concerned not to do so. In case I see a repetitive pattern of these small violations or a significant violation, I will report it to the concerned authority. The third ethical issue which I will be on the lookout for is overvaluing outcomes. It is quite possible that my boss is more concerned about the result as compared to decision making approach. This might lead to a situation where I have been criticized for not being able to deliver outcomes despite doing everything I have been instructed. Similarly, there is a possibility that I am praised for delivering more than expected despite not following the instructions given to me by my boss. It is my duty to make sure that I am rewarded for good intentions as compared to good outcomes. Likewise, I must make sure that my approach should be to focus on well-informed decision making rather than focusing on results.

Ethics form the basis of a well-functioning corporate ecosystem. Thus, I personally think disregard towards ethics is inappropriate. So, it's best to not get carried away by blind motivation of achieving deadlines by breaking policies. The attitude towards ethical behavior that I inculcate during my internship would help me conduct myself in best way for future full-time opportunities. Hence it is important to make a note of all these pointers.

**Section 3. Reaction to a Reading on Professional Communication.**

After reading the article, "You Have No Choice–You Must Communicate Effectively", the most important communication skills that I will lookout for are as follows. Firstly, I will try to become a good listener. Arkadium, being a truly diverse company has employees speaking different native languages and having different cultural backgrounds. I will be looking out for how to effectively understand what my bosses require from me. It is important for me to understand what my bosses want for the true success of my deliverables. My approach towards improving my listening skills will be to summarize my understandings in each meeting to my boss and making sure I have written down all the takeaways from the meetings. Secondly, I will strive for improving my presentation skills. Even though Arkadium is a well-established organization, it has maintained a smaller number of employees. Therefore, I will need to showcase my projects in front of all the employees within the organization. I will try to make most of the opportunity and make sure to improve my Presentation skills in this tenure. All these skills will help me portray myself in a better way which is a key skill in any technical or non-technical role. There is no use of having tremendous knowledge but being incapable of expressing it correctly. Thus, this is an essential skill which can be best polished during internship where feedback is quick and constructive. Thirdly, I will make a conscious effort on improving my informal communication. I believe in organizations with a smaller number of employees, small talks are important. I will ask my colleagues about their experiences as well as engage with them in conversations. Cordial professional relations are very important to instill a sense of connecting which helps in the long run.

**Section 4: Guidelines for a Successful Internship**

I read the "Tips for Internship Success" article which inspired me to create my own customized list of important rules for success. I believe the most important rule for success is knowing what success is to begin with. It is important to clarify the requirement to avoid rework. Therefore, I will be clarifying the goals and expectations with my manager. The next step would be to create milestones and deadlines for the goals. This way me and my manager would be informed on the progress and amount of effort required to complete the goals. My next rule for success is to take iterative feedback from manager. I believe that constructive feedback is essential in any organization. By taking feedback, employee is aware of how progress is being perceived by higher officials. As an intern, it is essential for me to know whether my work pace is appropriate and whether I am being perceived in a good way by higher officials. Also, Internship would be the best time to fail multiple times and learn from mistakes. Therefore, feedback is crucial. One more important rule for me would be that along with good technical skills I should better my presentation skills. Even though I am technically sound, if I am not able to portray my work as a simplified big picture to stakeholders then it wouldn’t be impactful. Engaging audience in a group is important to channelize their attention towards your thoughts. The skill may be effectively developed by improving presentation and communication skills.

Being new to the data science internship ecosystem, one is bound to get many new ideas for a particular project. But it would be crucial to first accomplish assigned work, and then articulate innovative ideas properly in front of the leads. My final rule for success is to not shy away from asking help from peers instead of struggling on our own for a long time, as that can open avenues to effective learning of a particular skill set. This will also help to correct the way of working on the problem.